

SPECIAL APPROPRIATIONS GRANTEE GUIDE AND CHECKLIST

DO NOT SUBMIT TO NMED - FOR GRANTEE USE ONLY

Project Name _____

Project Number _____

Owner Project Manager _____

CPB Project Manager _____

SAP Project Number _____

Phone Number _____

Item (as noted in NMED Grant Agreement)	Completed by	Date	Comments
Equipment Purchase / Professional Services (Article 4)			
<input type="checkbox"/> If equipment purchase, follow NM Procurement Code. [§13-1-28 et seq. NMSA 1978] Contact CPB Project Manager for listing and prices of equipment on current state contract.			
<input type="checkbox"/> If engineering fees > \$50,000 contact Professional Technical Advisory Board [PTAB] or NMED to assist with preparation of RFP. [§13-1-20 et seq. NMSA 1978]			
<input type="checkbox"/> Submit draft <i>*Request for Proposal</i> (RFP) and proposed ranking to NMED for review and approval prior to advertising.			
Engineering Agreement (Article 4)			
<input type="checkbox"/> Following selection of engineer, submit draft engineering agreement, <i>**Publicly Funded Project</i> standard engineering agreement form, to NMED for review and approval.			
Plan/Design (Article 4)			
<input type="checkbox"/> Submit Preliminary Engineering Report (PER) if applicable.			
<input type="checkbox"/> Schedule meeting with professional engineer & NMED regarding construction inspection requirements (part-time or full-time) and rights-of-way.			
<input type="checkbox"/> Submit construction inspector's resume to NMED for review and approval.			
<input type="checkbox"/> Submit Construction Plans and Specifications prepared and signed by PE to NMED for review and approval <u>before advertising project</u> for construction bids including local wage determinations as provided in §13-4-11 NMSA 1978.			
Ad/Bid (Article 4)			
<input type="checkbox"/> Submit documents showing competitive bidding process in accordance with applicable state laws for awarding construction contracts along with certification of advertisement in newspaper, pre-bid conference agenda, and addenda to NMED.			
<input type="checkbox"/> Submit recommendation of award, certified bid tabulation, copy of bid bond for selected contractor and evidence of full project financing to NMED for review and approval <u>prior to awarding the contract</u> .			

* Forms available on NMED website
www.nmenv.state.nm.us/cpb/cpbtop.html

Item (as noted in NMED Grant Agreement)	Completed by	Date	Comments
Bid Award (Article 4)			
<input type="checkbox"/> Upon NMED concurrence of award recommendation, provide a Notice of Award to contractor, submit minutes of meeting awarding contract and copy of award to NMED.			
<input type="checkbox"/> Submit copy of payment and performance bonds from contractor and copy of executed construction contract and proposed date and time of pre-construction conference to NMED. (Bonds and contract may be delivered to NMED at time of Pre-Construction Conference)			
Pre-Construction Conference (Article 4)			
<input type="checkbox"/> Issue Notice to Proceed to contractor.			
<input type="checkbox"/> Contractor provides construction schedule to professional engineer/owner and copy to NMED. Contractor provides most recent, as approved by DFA, *W-9 to NMED.			
Construction and Closeout (Article 4 and Article 8)			
<input type="checkbox"/> All changes to project scope (contract price or time) by <i>*Contract Change Order</i> submitted to NMED for review and approval <u>prior to implementation of change order.</u>			
<input type="checkbox"/> Retain proof of deposit and/or payments to contractors and consultants.			
<input type="checkbox"/> Comply with NM Utility Operator's Certification Act. [§ 61-33-1 et seq. NMSA 1978] for water or wastewater treatment facilities/distribution.			
Closeout:			
<input type="checkbox"/> CONSTRUCTION - Submit final disbursement request along with: <i>*Certificate of Project Acceptance and Performance</i> , <i>*Labor Standards Certification</i> , <i>*Record Drawings and O & M Manuals Acceptance letter</i> , <i>*Affidavit of Payment and Release of Lien</i> , <i>*Consent of Surety to Final Payment</i> , and a <i>*Certificate of Substantial Completion</i> including punch list items to NMED for review and approval. Final reimbursement paid after NMED inspects/approves constructed facility and receives all required documentation.			
<input type="checkbox"/> EQUIPMENT PURCHASE - If used equipment, submit final disbursement request along with appraisal reports and equipment title.			
Disbursement Requests (Article 8 - Compensation and Method of Payment)			
<input type="checkbox"/> Submit transmittal letter, NMED <i>*Disbursement Request</i> form, <i>*Engineer's Construction Status Report</i> (if applicable) and <i>*Authorization to Make Payment to Payee Memorandum</i> (if applicable) with proper documentation and signatory authority for payment to NMED not more than once every 30 days.			
<input type="checkbox"/> IF A STUDY, PRELIMINARY ENGINEERING REPORT (PER) or PLANS & SPECS. ARE REQUIRED - Study, PER, or plans & specs must be approved by NMED prior to submittal and approval of final Disbursement Request.			

* Forms available on NMED website
www.nmenv.state.nm.us/cpb/cbptop.html

For more information on SAP project implementation go to www.nmenv.state.nm.us/cpb/cbptop.html. If you do not have web access please call 505.827.2806 to obtain a copy of the SAP Guide.